



## **Legislative Research Commission**

### **Zoom Meeting Etiquette Tips**

Zoom has become a common platform for both legislators and presenters to participate in committee meetings. However, the convenience of attending a meeting remotely creates unique challenges. We recommend the following tips to help make the meeting successful.

1. Be on time for your meeting. Plan ahead and make sure that you are ready and at your computer a few minutes before the meeting starts.
2. Pay attention to the mute button. A common mistake during a Zoom meeting is forgetting to mute or unmute your microphone. Remember to mute yourself when you are not talking, unless you are giving a presentation or involved in a question and answer session.
3. Avoid multitasking. Others can tell when you are checking email or working on another project. Treat a Zoom meeting like an in-person meeting, and give it your undivided attention.
4. Make eye contact. The first step in making eye contact with the other participants is to have your camera at eye level. If you are using a laptop, consider getting a laptop stand to elevate your camera.